

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Teacher 1 – 4 (Vocational-Business Office Systems Specialist)

SERIES NO.:

7173

MAJOR AGENCIES:

Rehabilitation & Correction

EFFECTIVE DATE:

03/26/1990

SERIES PURPOSE:

The purpose of the teacher (business office systems specialist) occupation is to instruct residents housed in one state facility in Business Office Systems Specialist.

CLASS TITLE:

Teacher 1 (Vocational-Business Office Systems Specialist)

CLASS NUMBER:

71731

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of teacher education in order to instruct residents housed in one state facility in business office systems specialist. All employees in this class must possess a baccalaureate degree or less.

CLASS TITLE:

Teacher 2 (Vocational-Business Office Systems Specialist)

CLASS NUMBER:

71732

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under general direction & requires considerable knowledge of teacher education in order to instruct residents housed in one state facility in business office systems specialist. All employees in this class must possess a baccalaureate degree & twenty additional quarter hours.

CLASS TITLE:

Teacher 3 (Vocational-Business Office Systems Specialist)

CLASS NUMBER:

71733

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of teacher education in order to instruct residents housed in one state facility in business office systems specialist. All employees in this class must possess a master's degree.

CLASS TITLE:

Teacher 4 (Vocational-Business Office Systems Specialist)

CLASS NUMBER:

71734

EFFECTIVE DATE:

03/26/1990

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of teacher education in order to instruct residents housed in one state facility in business office systems specialist. All employees in this class must possess a master's degree & thirty hours of post-graduate study.

CLASS TITLE: Teacher 1 - 4 (Vocational-Business Office Systems Specialist)	CLASS NUMBER: 71731 - 71734	BARGAINING UNIT: 10
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EFFECTIVE DATE:
03/26/1990

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Assesses educational needs of residents or inmates, develops lesson plans to address those needs to include individualized assignments & training, provides instruction in business office systems specialist & individual assistance, administers, scores & interprets examinations & proficiency indicators, maintains discipline &/or security & counsels students concerning their performance, behavior &/or personal problems.

Attends variety of meetings; prepares required records & reports (e.g., enrollment figures, grades, student progress); inventories & orders supplies & materials needed; organizes &/or monitors extracurricular activities; researches, selects & recommends new teaching materials.

MAJOR WORKER CHARACTERISTICS:

Knowledge of teacher education in business office systems specialist for assigned grade level; departmental policies & procedures concerning operations of educational program to include those for discipline &/or security*. Skill in operating equipment associated with business office systems specialist & audio-visual equipment. Ability to assess educational needs of students & develop appropriate lesson plans & individualized assistance; prepare & maintain accurate & concise reports & records; gather, collate & classify information about data, people or things; establish good rapport with students & work cooperatively with other facility staff members.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Current Teacher Certificate appropriate for basic business, bookkeeping or comprehensive business & grade level to be assigned; Teacher 1, 71731, must also have baccalaureate degree or less; Teacher 2, 71732, must also have a baccalaureate degree & 20 additional quarter hrs. but less than master's degree; Teacher 3, 71733, must also have master's degree; Teacher 4, 71734, must also have master's degree & 30 hrs. of post-graduate study.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Provisional certificate must be renewed in accordance to Section 3301-23-22 of Administrative Code.

UNUSUAL WORKING CONDITIONS:

May be exposed to dangerous residents; may be exposed to contagious diseases.